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STATE OF ILLINOIS

UNIVERSITY OF ILLINOIS
Department of Public Health

Division of Vital Statistics

Springfield, Ill.

Instructions and Information

FOR

Local Registrars

and

Others Concerned

in the

REGISTRATION OF MARRIAGES, STILLBIRTHS AND DEATHS

PRESERVE FOR REFERENCE



PUBLISHED FOR THE INFORMATION OF

Physicians, Local Registrars, Midwives
and Undertakers

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NOTE: This pamphlet is a reprint of the "Instructions and Information" as published in the January 1, 1922 edition of the Directory of Local Registrars of Vital Statistics. Accordingly, the numbering of its pages is identical with the numbering of the pages as published in the Directory, with the exception that pages 2 and 3 are omitted.

All requests for copies of this pamphlet or blank forms, and all other communications relating to registration matters should be addressed to—

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INSTRUCTIONS AND INFORMATION FOR LOCAL REGISTRARS.

Birth Certificates are to be reported to Local Registrars by Physicians or Midwives within ten days after each birth occurs.—See Sec. 12 of the Law.

Death and Stillbirth Certificates are to be presented by Undertakers, in complete and satisfactory form (to the Local Registrars of the districts in which the deaths or stillbirths occur) for permits to bury or otherwise dispose of dead bodies, and in all cases before such bodies are buried or disposed of.—See Sec. 5 of the Law.

COPIES OF CERTIFICATES.

Two copies of each Original certificate of Birth received from a Physician or Midwife, and each certificate of Stillbirth or Death received from an Undertaker, are to be made by Local Registrars, and one of each such copies must be sent by them to the County Clerk of their County.—See Sec. 18 of Law. The other copy must be retained by Local Registrars as their own office record. These "office record copies," held in the files of Local Registrars, will be found invaluable in settling all questions which may arise during each year in the course of their work, and will also be found of great assistance in determining the amounts of fees due Local Registrars. Books of certificates of birth, stillbirth and death, set aside by Local Registrars, offer convenient means of preserving office record copies." ORIGINAL CERTIFICATES, DURING THE PREVIOUS MONTH, ARE TO BE SENT ON THE TENTH DAY OF EACH MONTH TO THE DEPARTMENT OF PUBLIC HEALTH, SPRINGFIELD, ILLINOIS.

NOTE:—Local Registrars must not issue Pink Copies or County Clerks Record Copies of Blank Certificates to Physicians, Undertakers, or others. These County Clerks Record copies are only for the use of Local Registrars making their reports to County Clerks; Physicians, Undertakers and others who fill out certificates and return them to Local Registrars must use Original Certificates ONLY. Local Registrars must send Original Certificates ONLY to the Department of Public Health at Springfield. Local Registrars should see that they have a sufficient supply of blank Original Certificates on hand at all times.

TIME AND MANNER OF REPORTING CERTIFICATES TO THE DEPARTMENT OF PUBLIC HEALTH

It should be understood that when the State Department of Public Health refers to "Reports" for any month it refers to certificates of the births, stillbirths or deaths which occurred during that month, not to the next month, on the 10th of which such certificates are required to be sent to Springfield, and has no reference to the date on which such certificates were received by Local Registrars.

It is the spirit of the Law, that the Vital Statistics Month for Illinois shall coincide with the calendar month, and shall include the first and last day of each month.

PLEASE NOTE THAT REPORTS ARE NOT REQUIRED TO RUN FROM THE 10TH OF ONE MONTH TO THE 10TH OF THE NEXT, BUT SHOULD INCLUDE ONLY THE DAYS OF EACH FULL CALENDAR MONTH.

The reason that the reports for each month are required from Local Registrars until the 10th day of the following month, is in order that Physicians may, in all cases, the full time of 10 days (as allowed them by Section 12 of the Law) in which to report all Birth

may have occurred and been attended by them during the previous month.

In order, therefore, that proper monthly reports may be made, proceed as follows:—

1. If Births, Stillbirths or Deaths **OCCUR** in your District during any month; hold them in your office until the 10th day of the following month, and then forward them promptly, in one shipment, with a VS No. 10 card fully filled out to cover them, at the same time sending to the County Clerk a V. S. No. 10 A.

If you receive any certificates for Births, Stillbirths, or Deaths which occurred during earlier months and which were delayed in reaching you—include them in the shipment, but—if you have certificates of Births, Stillbirths or Deaths on hand which occurred during the first ten days of the month in which you are sending the previous month's report—hold them over until the 10th day of the next month—so that you will be able to send all the certificates of "OCCURRENCE" during any month, together on the 10th of the next month.

2. If you find, on the 10th day of any month, that you have received **NO** certificates of Births, Stillbirths or Deaths which **OCCURRED** during the **PREVIOUS MONTH**, send the Department on that day a Form VS No. 13 card filled out to cover that previous month; at the same time sending to the Co. clerk a V. S. No. 13 A—this VS No. 13 card will then become your report for that month—the month of "OCCURRENCE" in question. A Form VS. No. 13 card must always be sent for every whole calendar month during which no Births, Stillbirths or Deaths have occurred (no certificate of occurrence during the month received by you) in your district. (If it should so happen that you have on hand on the 10th, some certificates of Birth, Stillbirth or Death which occurred in months earlier than the month for which you are sending the VS No. 13 card—these should, of course, be forwarded along with the card—but it must always be understood that the sending of such earlier month certificates does not constitute a report for the month covered by the VS No. 13 card.)

3. **ATTENTION OF LOCAL REGISTRARS WHO HAVE COMBINED DISTRICTS:** Local Registrars who have charge of two or more Primary Districts combined into one Registration District, should always make monthly reports as follows: In preparing each monthly shipment of certificates for this Department, the **Registration District Number** on all certificates belonging to combined districts will be the same. You have but one Registration District Number and it must be used on every certificate without reference to the primary district in which the Birth, Stillbirth or Death may have occurred. Be sure that each certificate has its proper Primary District Number, as well as its Registration District Number, entered upon it; but in making reports on the monthly form VS No. 10 card, (unless your district contains a City of more than 10,000 inhabitants and you have, therefore received special instructions to the contrary covering the certificates for this City), disregard all Primary District Numbers and give a lump statement of the total number of Births—total number of Stillbirths and total number of Deaths forwarded in the shipment, giving the first and last Registered Numbers of each kind in each shipment sent from your Registration District as a whole.

4. Local Registrars of combined Districts should understand that they are not required to send separate Form VS No. 13 cards covering their various Primary Districts. One VS No. 13 card only is required, made out to cover the whole Registration District and that only in case no

certificates of any kind are received by the Local Registrar of occurrence during the month in question from any part of his Registration District—it being presumed by this department that each Local Registrar before making his monthly report has secured the returns from all primary districts under his charge.

CONCERNING MIDWIVES.

5. No person has a legal right to officiate as a Midwife unless holding a license issued by the Illinois State Board of Health, or if dated since July 1, 1917, issued by the Department of Registration and Education under the provisions of the Civil Administrative Code; and any person signing as a Midwife or holding themselves out in a community as a Midwife, not provided with such license, is subject to the penalty of Section 21 of the Registration Law.

6. If it is found that no Licensed Physician or Licensed Midwife was in attendance at a birth, the attention of the parents must be called to the matter.

7. A complete certificate of birth must be made out and signed by the "Father" or "Mother," and, if neither the father or mother are accessible on account of death or any other sufficient cause, the birth certificate must be filled out and signed and filed with the Local Registrar by the "householder."—See Sec. 12 of the Registration Law.

8. The names must be signed on the lower right hand corner of the Birth Certificates in the space designated for Physician or Midwife, with the relation of the person signing indicated (as "Father," or "Mother" or "Householder") written beneath the name.

9. If a birth certificate is presented to you signed by some person who apparently has officiated without a license to do so, denominating himself or herself as Midwife, the case should be investigated at once and if your investigating shows that such person is not licensed the certificate is to be made as above described, to-wit:

By the "father," "mother" or "householder" and the Director of the Illinois Department of Registration and Education should be notified of the person (giving name and address) practicing without a license.

10. Midwives licensed as above indicated, are authorized under the Registration Law to make out and sign certificates of Birth and Stillbirth only and in no case are they to affix their signature to a certificate of death.

11. A Stillbirth is a case where no signs of life whatever were shown after birth, but wherein the child was actually born dead. In such cases the Undertaker will make out one of the blue forms of Stillbirth Certificates and present it to the Midwife to insert the cause of Stillbirth, if possible, and to sign his or her name as the officiating Midwife and this is all the record that is required for a case of Stillbirth.

12. Where a child lives even for a few minutes after birth it is not a Stillbirth and the Midwife must not sign the Certificate of Death; but the Midwife must make a certificate of birth and present it to the Local Registrar; if no licensed physician is called in before the death, the case must be referred to the Local Registrar and the Coroner.—See Sec. 8 of the Law.

13. If the Local Registrar and the Coroner decide that there is no evidence of "violence, casualty or undue means" then the Local Registrar will make the certificate of death.

14. It must be borne in mind that midwives are not to sign certificates of death as such certificates do not constitute legal records.

15. Persons holding themselves out as Osteopaths, Chiropractors or other practitioners of any school should be questioned and the date of their State license required.

16. Unless such persons hold a license to "treat human ailments" issued by the State Board of Health (if dated prior to July 1, 1917, or by the Department of Registration and Education if issued since that time) they have no legal right to sign certificates of death and Local Registrars must decline to accept such death certificates, but treat them as deaths under section 8 of the Registration Law (deaths without medical attendance); but a **duly licensed Osteopath, Chiropractor or other practitioner** has a legal right to **sign death certificates** and they should be accepted by the Local Registrar, and will be acceptable to the Department of Public Health as complete and legal records, but they must not sign as Physicians.

17. Whenever a question arises as to the legal right of a claimant in your district to sign death certificates, you should communicate at once with the Director of the Department of Registration and Education, Springfield, Illinois, who may be in a position to notify you whether the person referred to has a license to practice, and if he has not he has no legal right to sign a death certificate.

COMPLETE CERTIFICATES

18. Local Registrars **must** inspect each certificate of Death or Stillbirth presented to them for a Burial Permit and see that it is complete at every item, (if data at any item is not obtainable have the Undertaker write in at such item, before the certificate is accepted by the Local Registrar, the word "unknown" except that at the item of age always give approximate age.)

19. If any Local Registrar **accepts** incomplete Death certificates and forwards such to the Department of Public Health, these certificates will be held in suspense while the Department communicates with him, requesting the information necessary to complete them; thus he will be called upon to secure this data, which should have been supplied in the certificate when presented to him by the Undertaker.

20. Local Registrars **must** also see that certificates of Birth presented to them by Physicians, Midwives, or other persons, (See Sec. 12 of Law) are complete, and that all available data is contained therein; but when a child is **not named** within the **ten days** allotted to the Physicians or other person in which to make a report, the Physician or other person should make such report without the name, when the Local Registrar is to look to the parent to supply the lacking information. (Use Supplemental birth report V. S. No. 14—See Section 14 of the Law.)

21. On **Death** certificates the Local Registrar **must** demand that the Undertaker indicate the occupation of the deceased fully and clearly in all subdivisions shown on the certificate.

22. On **Death** certificates Undertakers **must** be required to have the attending Physician or Coroner insert the **Cause of Death** and in no case will a local Registrar accept a Death certificate where the Undertaker has written in the Cause of Death himself, or signed the name of the Attending Physician.

23. **Lead Pencil Certificates** either of Birth, Stillbirth, or Death **must** not be accepted by Local Registrars as the Law requires that certificates accepted by Local Registrars **must** be made with **unfading ink**. Typewriters may be used by Physicians in filling out Birth certificates and by Undertakers in filling out Death certificates or Stillbirth certificates but **only** so far as the personal particulars are concerned; the names of the Informants, the names of the Undertakers, and the names of the Physicians **must** be written in ink in their own handwriting on **Death** and **Stillbirth** certificates; on **Birth** certificates Physicians **must** sign their own names with ink, as they have no legal right to ask another person to sign for them.

24. Firm Names of Undertakers must not be signed to Certificates as these are not acceptable under the Law; a member of each firm must sign personally.

BIRTHS AND DEATHS OCCURRING IN HOSPITALS.

(a) Section 16 of "The Law to Provide for the Registration of All Births, Stillbirths and Deaths in the State of Illinois," makes it the duty of Superintendents, Managers, etc., of all Hospitals or other Institutions, public or private to make a record, at the time of admission, of all such personal and statistical particulars relative to the persons under their charge as may be required on authorized Birth and Death Certificates.

(b) Section 12 provides that "if the birth occurred in a public or private institution, it shall be the duty of the manager or superintendent of such institution to file with the local or sub-registrar a certificate of such birth, properly and completely filled out as required by this Act,"

(c) As a means of complying with these provisions, it is an established rule of the most progressive Hospitals of Illinois, that in every case of Hospital confinement the Certificate of Birth is prepared in advance, in all particulars except given name of child, sex and date; AND IS SIGNED BY THE ATTENDING PHYSICIAN IMMEDIATELY AFTER THE DELIVERY. After signature by the attending Physician it becomes the legal duty (under Section 12 of the Law) of the responsible officer of the Hospital to file each Birth Certificate with the Local Registrar of the District in which the Hospital is located.

CONSECUTIVE NUMBERING OF CERTIFICATES.

(See Section 18 of the Law.)

25. There are three kinds of certificates:—Birth, Stillbirth and Death.

26. On the upper right-hand corner of all certificates you will find a blank line marked "Registered Number"; on the first Birth certificate received and showing the current year as the date of occurrence you are to indicate Number 1, and on the second Birth certificate received showing the current year as date of occurrence you will insert Number 2 on this line and so on consecutively until the close of the calendar year when you are to begin again with Number 1 on all certificates.

27. The first certificate of Death received showing the current year as date of occurrence will be marked Number 1 on the upper right-hand corner on the line provided for consecutive number, and your second Death certificate received showing the current year as date of occurrence will take Number 2 and so on consecutively until the close of the calendar year.

28. Stillbirth certificates must be treated in the same manner, the first certificate received for the current year taking Number 1, the second Number 2, and continuing the numbering consecutively to the close of the Calendar year.

29. When by election, appointment or otherwise, a Registrar begins his work in mid-year, the number to use on the upper right hand corner of the first Birth certificate he receives will be the consecutive number next higher than that shown on the last Birth certificate received by his predecessor.

When a Local Registrar retires from office for any cause, he should immediately notify the Department of Public Health giving date of his retirement and the name of his successor if possible, with the date he assumed the duties of the office.

30. The number to use on the upper right-hand corner of his first Death certificate will be the consecutive number next higher than the number shown on the last Death certificate received by his predecessor; and his first Stillbirth certificate must be numbered consecutively with the last Stillbirth certificate received by his predecessor in like manner.

NUMBERING BURIAL PERMITS.

31. Owing to the fact that the Law requires a Burial Permit to be issued in all cases where a death occurs in some other State and the body is shipped into your District for burial, you may issue more **Burial Permits** than there are Deaths in your **District**, hence, your consecutive Burial Permit number on the upper right-hand corner of the Permit may be a higher number than that shown on your last Death certificate or Stillbirth certificate.

32. Provision is made for this, by inserting the real consecutive number of the Death or Stillbirth certificate in the second space on the upper right-hand corner of the Burial Permit. For example your Burial Permit Number on the upper line might be 13, while on the line just beneath it, indicating the certificate number, you might have to use number 10.

NUMBERING TRANSIT PERMITS AND DISINTERMENT AND REINTERMENT PERMITS.

33. The consecutive numbering on Transit and Disinterment Permits has no connection with the consecutive numbering of your certificates of Stillbirth or Death.

34. On the Transit Permit, you will find on the upper right-hand corner a space for the consecutive number of the Permit.

35. The first Transit Permit you issue will be **Number 1**, and it makes no difference, what may be the consecutive number of the certificate of Death or Stillbirth on which it is issued (as you may have received, and numbered a dozen certificates of Death or Stillbirth, prior to the Transit Permit being required) your first Transit Permit, will be **Number 1**, your second permit will be **Number 2**, and so on consecutively, until the end of the calendar year.

36. The same is true of Disinterment and Reinterment Permits, on the upper **left-hand** corner of the last named Permits, you will find a space provided for consecutive number. Your first Disinterment Permit of course, will be **Number 1**, and your second **Number 2**, and so on consecutively to the end of the calendar year without reference to the consecutive numbering on any of your certificates, or Burial Permits.

37. For Disinterments, of course, you will have no Death Certificate (as the record of the Death would have been previously made), and hence, Local Registrars are not apt to confuse the Disinterment Permit numbers with their Stillbirth and Death Certificate numbers.

DIFFERENCE BETWEEN "REGISTRATION DISTRICT NUMBER," "PRIMARY DISTRICT NUMBER," AND "REGISTERED NUMBER."

38. The "Registration District Number" is the number which designates the whole territory under charge of each separate Local Registrar.

39. The "Primary District Number" is the number which designates each smaller part of territory which may be under charge of each separate Local Registrar.

40. Where a Local Registrar has only one small District under his charge, the "Registration District Number" and "Primary District Number" are the same.

41. In making records of Birth, Stillbirth and Death, the "Registration District Number" must always be placed in the little square provided on each certificate at the top. Below this must always be placed the "Primary District Number" and this number must always agree with the "Place of Occurrence" as entered on each certificate under Item 1.

42. The "Registered Number" indicates the number of certificates of each kind received, and is to be placed on the upper right-hand corner of each certificate of Birth, Stillbirth or Death. It is the consecutive number showing the order in which certificates are received.

STILLBIRTH CERTIFICATES.

43. Stillbirths require a Burial Permit the same as Deaths.

44. Stillbirth certificates are prepared on blue forms, and the white form of Death Certificate should never be used for Stillbirths.

CORONER'S CERTIFICATES OF DEATH.

45. The coroner's certificate of death, is identical with the medical certificate of death, provided for physicians, except that at Item 17 on the medical or physician's certificate, the physician certifies that he "attended the deceased" during a specific time, while the coroner at Item 17 on the coroner's certificate certifies that "I took charge of the remains of the deceased herein described."

46. Care should be taken to use the coroner's form in all cases of inquest, and like care should be manifested to see that the "coroner's form" of certificate is not used for the physician's signature.

47. A coroner has no authority to dispose of a dead body after his inquest is completed, but he is then to furnish to the undertaker a coroner's certificate of death, and the undertaker will then take the certificate to the registrar of the district in which the body lies, and procure from him a burial permit before the body is removed for final disposition.

BIRTH CERTIFICATES TO BE PRESENTED TO THE REGISTRAR OF THE DISTRICT IN WHICH THE BIRTH OCCURS.

48. The law provides that a physician or midwife, parent or householder, as the case may be, must present a certificate of birth to the registrar of the district in which the birth occurs, and within ten days from the date of its occurrence.

49. In a few instances physicians and midwives, for the sake of convenience, have presented certificates of birth to the registrar of some district other than the district in which the birth occurred, and the registrars have accepted the certificates and signed them with their name as registrar, also giving to the certificates their own registration district number.

50. While it is the intention of the Department of Public Health to put forth every effort to make matters as convenient as possible for physicians and all other persons, yet the law provides, that birth certificates must be presented to the registrar of the district in which the birth occurs, and any other course is a violation of the law.

51. Registrars should, therefore, decline to receive certificates of births belonging to any other district, and should instruct physicians and midwives to present them to the proper registrar.

SENDING INCOMPLETE CERTIFICATES OF BIRTH WITH MONTHLY REPORT.

52. The law requires physicians to present a certificate of birth to the registrar of the district in which the birth occurred within ten days after its occurrence. The child is not always named within that time, and therefore, the physician, in order to comply with the law, may sometimes have to present a certificate of birth to the registrar without the name of the child. When such is the case, the registrar is required by law to procure the name from the parents, by supplemental birth report, forms of which are supplied by the Department of Public Health. (Form V. S. No. 14.)

53. Registrars should exert an effort, at once on receipt of such a certificate to procure the name from the parents. If, however, on the tenth day of the month,

when the monthly report of original certificates is to be made to the Department of Public Health, they have not procured the name, to insert in the certificate, the registrar should send the certificate without name with the other certificates, to the Department of Public Health, retaining the "County Clerk's record" until, through the combined effort of the Department of Health and the registrar, the name is procured, when it may be inserted in the "County Clerk's record" and the certificate forwarded to him.

BURIAL PERMIT ACCOMPANYING TRANSIT PERMIT.

54. In all cases where bodies are to be transported by common carrier, the shipping undertaker is to procure both a burial permit of the regular form and a transit permit, and the burial permit is to accompany the transit permit with the body, to the place of interment.

55. The sexton will then endorse the burial permit as all other burial permits are endorsed, and return it within three days to the registrar of the district in which the cemetery is located, who will in turn forward it to the issuing registrar within three days, as required by law.

DEPUTY AND SUB-REGISTRARS.

56. The 4th Section of the Law provides that each Local registrar must have a deputy registrar, to act in his absence or during other disability.

57. The same section provides that each Local Registrar may have a sub-registrar, if convenience demands it, in some remote part of his registration district.

58. If registrars desire to have a sub-registrar, they should indicate that fact to the Department of Public Health, when a sub-registrar appointment blank will be sent at once, in duplicate, to be returned to the Department for approval, as the law requires.

DEPARTMENT RULING AS TO SUB-REGISTRARS.

59. In order for greater convenience to undertakers, the Department of Public Health has ruled that each registrar may act as a sub-registrar for any other registrar, in emergency cases, where the consent of the registrar of the district in which the death or stillbirth occurred, is first obtained.

60. This provision is made with a view to relieving undertakers of long drives in bad weather, by enabling them to procure a burial permit from the nearest registrar. But in no case is a registrar to issue a burial permit for the disposition of a body where death occurred in some other district, unless the consent of the registrar of the proper district is first obtained, and when such consent is obtained, the issuing registrar must sign the name of the proper registrar first, on the certificate of death or stillbirth, with his own name beneath it as sub-registrar and immediately forward the certificate of stillbirth or death to the proper registrar, so that he may make his own copy for the county clerk, and report the original certificate himself to the Department of Public Health.

61. The burial permit issued by such sub-registrar is to be signed in the same manner as the death or stillbirth certificate.

All fees accruing for the issuing of burial permits by such sub-registrars are due the registrar of the district in which the death occurred, and if the issuing registrar receives such fees, or any part thereof, it must be by agreement between the registrars.

SEXTONS OF CEMETERIES.

62. Section 11 of the law provides as follows:

"That no dead human body or part thereof shall be received by any person in charge of

any premises in which interments and other disposition of human bodies are made unless said body or part thereof is accompanied by a burial permit, issued by any local registrar as herein provided.

"Each person in charge of any burial ground or other place of disposition of dead human bodies shall keep a record in a book provided for that purpose, of each interment or other disposition of a human body made in the cemetery or other place of disposal in his charge."

63. The special attention of sextons is called to this provision, and they should see that no body is received for burial in the cemetery of which they have charge, unless the undertaker presents a burial permit as above provided, since in doing so, they lay themselves liable to the penalties prescribed in Section 21 of the law.

64. Books for keeping a record of burials in cemeteries will be supplied from the Department of Public Health on demand of sextons or registrars.

65. Sextons are to detach the coupon on burial permits when the permits are presented to them by the undertaker, and these coupons are to be retained by the sexton as a part of his record.

66. When there is no sexton or other person in charge of the burial ground, the undertaker is required by the law to write across the face of the permit: "No person in charge," and leaving the coupon attached to the burial permit, forward it to the registrar of the district in which the cemetery is located, and such registrar is required to forward the permit, within three days to the issuing registrar, also leaving the coupon attached.

FOLDING CERTIFICATES.

67. Large envelopes will be supplied by the Department of Public Health on request from registrars. These envelopes are especially adapted to filing certificates of birth, stillbirth or death in the home office and also to forwarding them to the Department of Public Health. (Form V. S. 16.)

68. For the purpose of convenient handling and binding in books, as is provided by the law, it is very necessary that all certificates be **preserved flat** at all times; in no case should they be folded; the special attention of registrars is called to the importance of following this course.

CERTIFICATES RECEIVED WITH BODIES SHIPPED FROM OTHER STATES.

69. In case of bodies shipped into a registration district of Illinois for burial, when the death occurred in some other state, a death certificate, or a copy of a death certificate may accompany and form a part of the transportation papers.

70. In such a case the registrar should file the "death certificate" or "copy" of the death certificate referred to, with all other shipping papers in the case, and make no report of it of any character, either to the Department of Public Health or to the county clerk.

71. In no case include such death certificate, and do not number such death certificate with your certificates representing deaths in your own district, but simply file it as a permanent record in your own office.

VIOLATIONS.

72. Any physician, midwife or householder failing to present a birth certificate to the registrar within the ten days allotted, has violated the law, and the matter should

be reported by the registrar to the Department of Public Health, as provided in Section 22 of the law.

73. Any undertaker or other person having charge of the burial of a dead body, either in the case of stillbirth or death, who buries or otherwise disposes of such body, without first presenting a completed and satisfactory certificate to the registrar of the district in which the death or stillbirth occurred, has violated the law, and the matter should likewise be reported to the Department of Public Health, as required in Section 22 of the law.

Violations should be mentioned each month at the time of reporting. Space is provided on Forms VS 10 and VS 13 (on the lower margin and back) for Violation reporting.

PENALTIES.

74. Sec. 21 of law. That any person who for himself or as an officer, agent, or employee of any other person or of any corporation or partnership, (a) shall inter, cremate, or otherwise finally dispose of the dead body of a human being, or permit the same to be done, or shall remove said body from the registration district in which the death occurred or the body was found, without the authority of a burial or removal permit, issued by the local registrar of the district in which the death occurred or in which the body was found; or (b) shall refuse or fail to furnish correctly any information in his possession, or shall furnish false information affecting any certificate or record, required by this Act; or (c) shall wilfully alter, otherwise than is hereinafter provided in this Act, or shall falsify any certificate of birth, stillbirth, or death, or any record established in this Act, or (d) being required by this Act to fill out a certificate of birth, stillbirth or death and file the same with the local registrar, or deliver it, upon request, to any person charged with the duty of filing the same, shall fail, or neglect, or refuse to perform such duty in the manner required by this Act; or (e) being a local registrar, deputy registrar, or sub-registrar, shall fail, neglect, or refuse to perform his duty as required by this Act and by the instructions and directions of the State Board of Health thereunder, shall be deemed guilty of a misdemeanor and upon conviction thereof shall for the first offense be fined not less than five dollars (\$5.00) nor more than fifty dollars (\$50.00) and for each subsequent offense not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00), or be imprisoned in the county jail not more than sixty days, or be both fined and imprisoned in the discretion of the court.

SOME REASONS FOR BIRTH REGISTRATION.

75. IT IS REQUIRED BY LAW: The law states: "It shall be the duty of the attending physician or midwife to file a certificate of birth, properly and completely filled out, and in a form prescribed by the State Board of Health, with the local or sub-registrar of the district in which the birth occurred within ten days after the date of birth. If there be no attending physician or midwife, then it shall be the duty of the father, * * *, or mother, * * * or householder where the birth occurred, * * * to file such certificate of birth." It is the duty of the parents to see that the law is carried out.

76. As an aid in securing correct reports of births, the State Department of Public Health has provided a special form of "Certificate of Registration of Birth," to be sent, upon application, to every home from which a child is properly registered after January 1, 1921.

However, it is obvious that such certificates can be issued only in cases where Birth Certificates are completely filled out, and the full name of the child is given.

VALUE OF BIRTH REGISTRATION TO INDIVIDUALS.

77. Citizenship: It is the right of every child born in America to have the fact of its citizenship made a matter of official record.

78. Inheritance of Property: A certified copy of a birth record is the best possible proof of heirship. Estates of great value have been lost to American citizens because neglect of birth registration prevented them from offering this form of proof.

79. Nationality: Failure to have a certified copy of a birth certificate may cause a citizen of the United States to be interned or to suffer other serious inconvenience.

80. The Right to Foreign Travel: Birth certificates or affidavits from reputable persons having accurate knowledge of the place and time of birth of the applicant are necessary for the issuance of passports for travel in all countries outside of the United States. Lack of proper birth records has caused serious inconvenience to men and women who wish to offer their patriotic service abroad.

81. The Right to Attend School: School attendance is dependent upon age, and a child should be armed with a proper certificate of birth to prove that he is legally entitled to enter school.

82. The Right to Work: The National Child Labor Law applying to children under 16 years requires that, if it is by any means obtainable, a copy of a child's birth certificate be presented as proof of age before working papers are issued to him. Proper birth registration will also prevent evasion of the child labor law and protect the child from injury.

83. The Right to Vote: If a voter is challenged at the polls for legal proof of his age, the copy of a birth record is unquestionable proof of his rights.

84. The Right to Be Married: Marriage licenses may be granted only to those of a certain age and marriages are invalid if contracted earlier. A proper birth certificate is the most important evidence.

85. The Right to Hold Public Office: The law states the age requirements for certain offices, and Civil Service Commissions also set limits for examinations for office. The simplest and most valuable proof of eligibility as an office holder is a birth record.

86. The Right to Military Service: The new draft law requires official proof of age. A man has a right to a record which will fairly adjust his service to his country.

VALUE TO THE STATE AND TO SOCIETY.

87. Social Plans: Birth Registration will secure the figures upon which to base accurate study of problems connected with infant mortality. Adequate work in sanitation, social and community welfare for the protection of infant life and human life in general is dependent on accurate knowledge concerning the causes and places of disease and death. "Vital statistics are fundamental to any constructive vision."

88. Education: Proper enforcement of laws regulating school attendance is made possible only where birth registration is complete. The education of the children insures an intelligent citizenship. The State needs a record of births to secure proper education of every boy and girl.

89. **Vital Statistics:** The State has a right to a file of its citizens. Uncle Sam's most important record is incomplete until every state accurately and completely registers its births and deaths.

THE NECESSITY FOR PROMPT REGISTRATION OF BIRTHS.

90. **The Care of Mother and Child:** A birth certificate promptly and properly filed is a notice to the public health authorities that care of the mother and child may be necessary. Immediate follow-up work may save life and health.

91. **The Prevention of Blindness:** The law requires that drops supplied by the State Department of Public Health be placed in the eyes of every child at birth. Neglect of this precaution frequently causes blindness. Prompt registration of births will tend to prevent blindness.

92. In Illinois there are between two and three thousand needlessly blind persons. Fifty per cent of blind cases in the asylums of Illinois might have been prevented by these simple measures. In New York State rigid enforcement of the birth registration law and prompt follow-up work by physicians and nurses has practically eliminated the disease of ophthalmia neonatorum, the most frequent cause of blindness among children.

93. For penalties to physicians and midwives for failing to report births, see **Section 21 of law.**

IMPORTANCE OF DEATH REGISTRATION.

94. The following are some of the important reasons why deaths should be legally recorded:

1. To prove legal marriage it may be necessary to produce a certificate of the death of former husband or wife.

2. Clear title to property may depend on a certificate of the prior death of some possible unknown claimant to the property.

3. Title in inheritance depends on evidence of death of former owner.

4. A certified copy of death certificate is necessary in securing payment of life insurance.

5. Widows and orphans of deceased soldiers must have a certified copy of death of the soldier, husband or father in order to receive pension.

6. Properly completed certificates of death are essential in a scientific study of causes of mortality and as a basis for protecting life and health.

7. The individual citizen of the State, no matter how humble his position in life, or how insignificant his influence in the affairs of the community, is entitled to have an accurate record made of the important and vital events of his life. Since our State has undertaken to do this, the citizen has a right to expect that the State will perform its duty with precision and thoroughness.

95. Registrars are charged with the responsibility of seeing that no burials occur without a complete and satisfactory death certificate being procured.

96. For the provisions of the law requiring burial permits before dead bodies are disposed of in case of either stillbirth or death, see **Section 5 of law.**

97. For penalties to undertakers for failure to procure burial permits before dead bodies are disposed of see **Section 21 of law.**

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